

TRADITIONAL TRIBAL BURIAL, INC.
616 Petoskey Street, Suite 202, Petoskey, MI 49770
TTBI Meeting Room
Regular Meeting
July 9, 2019
9 a.m.

Attendees: Kevin Willis, Chairman; Patrick Wemigwase, Vice Chairman; Gwen Teuthorn, Interim Treasurer/Secretary

Absent: none

Guests: Billi Jo Head, LTBB Economic and Business Development Director

Meeting called to order at 1:03 p.m.

Roll call

Motion made by Vice Chairman Wemigwase and supported by Treasurer Teuthorn to accept the July 9, 2019 agenda with additions.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Treasurer Teuthorn and supported by Vice Chairman Wemigwase to the June 15, 2019 Meeting Minutes with changes.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Treasurer Teuthorn and supported by Vice Chairman Wemigwase to accept the TTBI Phone Poll No. 062519-01 to approve the June 24, 2019 Special Meeting Minutes as presented.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Vice Chairman Wemigwase and supported by Chairman Willis to accept the TTBI Phone Poll No. 070119-01 to approve payment to Rehmann Robson for the FY2018 Final Audit Report for Invoice Nos. RR496285 and RR496286, not to exceed \$4548.75.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Treasurer Teuthorn and supported by Chairman Willis to accept TTBI Phone Poll No. 070119-02 to approve payment to the Little Traverse Bay Bands of Odawa Indians for Indirect Costs related to the NRCS EQIP Grant, not to exceed \$84.15.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Chairman Willis and supported by Vice Chairman Wemigwase to accept TTBI Phone Poll No. 070119-03 to authorize the order of a signature stamp for Chairman Willis, not to exceed \$75.00.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Vice Chairman Wemigwase and supported by Treasurer Teuthorn to accept TTBI Phone Poll No. 070119-04 to approve the purchase of toner and paper for the TTBI Business office, with the authorization to use the TTBI PNC Debit Card, not to exceed \$450.00.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Vice Chairman Wemigwase and supported by Treasurer Teuthorn to accept TTBI Phone Poll No. 070119-05 to approve the payment to Chris Schrader, d.b.a. Shrade's Services, to cut the Murray Road cemetery parcel as agreed upon, not to exceed \$250.00.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Chairman Willis and supported by Vice Chairman Wemigwase to approve stipend for board members to attend the July 30, 2019 TTBI Work Session.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Board Report

- Chairman
 - o MRP parcel update
 - o LTBB Economic and Business Development Director invitation to attend meeting

Motion made by Secretary Teuthorn and supported by Vice Chairman Wemigwase to accept the Chairman's Report as presented.

Yes – 2 No – 0 Abstained – 1 (K.Willis) Absent – 0

Motion carried.

- Vice Chairman Report
 - o File cabinet donated
 - o 2nd cemetery parcel discussion

Motion made by Treasurer Teuthorn and supported by Chairman Willis to accept the Vice Chairman's report as presented.

Yes – 2 No – 0 Abstained – 1 (P.Wemigwase) Absent – 0

Motion carried.

- Treasurer/Secretary report
 - o Secretary report:
 - 2018 Meeting Minutes posted to the LTBB website
 - TTBI Insurance certificate
 - 501c3 application
 - July 9, 2019 NRCS meeting
 - o Treasurer Report
 - Records created on Google Drive; board may view only
 - Check Register from FY2013 to present done
 - Monthly Financial Statements in progress
 - General Ledgers for FY2013 to present
 - Bank Reconciliations from January 2019 to present are completed
 - Policies for auto payments and utilities

▪ Signature Stamp use policy

Motion made by Vice Chairman Wemigwase and supported by Treasurer Teuthorn to adopt TTBI Policy No. 070919-01 titled Signature Stamp Use.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Vice Chairman Wemigwase and supported by Treasurer Teuthorn to adopt TTBI Policy No. 070919-02 titled Standing Orders.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Chairman Willis and supported by Vice Chairman Wemigwase to accepting Standing Order No. 19-01 for recurring Phone/Internet Services payments, not to exceed \$79.97/month.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Treasurer Teuthorn and supported by Vice Chairman Wemigwase to accept Standing Order No. 19-02 for payment of Suite 202 Utilities to Van Treese Management LLC, not to exceed \$180.00/month.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Vice Chairman Wemigwase and supported by Chairman Willis to accept the Treasurer/Secretary's report as presented.

Yes – 2 No – 0 Abstained – 1 (G.Teuthorn) Absent – 0

Motion carried.

Contractor's Written Report reviewed.

Motion made by Vice Chairman Wemigwase and supported by Chairman Willis to approve stipend payment for Treasurer Teuthorn for bookkeeping hours on July 6, 2019.

Yes – 2 No – 0 Abstained – 1 (G.Teuthorn) Absent – 0

Motion carried.

Billi Jo Head arrives at 3:00 p.m.

Discussion regarding TTBI work and projects

Motion made by Secretary Teuthorn and supported by Vice Chairman Wemigwase to adjourn the meeting at 5:00 p.m.

Yes – 3 No – 0 Abstained – 0 Absent – 0

Motion carried.

These meeting minutes were approved at the September 7, 2019 Regular Meeting by a vote of:

Yes – 4; No – 0; Abstained – 0; Absent – 0.

/s/ Gwendolyn Teuthorn

Date: 09/09/2019